

GUIDELINES OF FOLLOW-UP SURVEY

Core indicator 5S1, Secondary Placement, is one of the secondary indicators of *Perkins IV, the Carl D. Perkins Career and Technical Act of 2006*. Originally this core indicator required reporting of both placement and retention, but the requirement for reporting retention of secondary students has been suspended by the U.S. Office of Education. Therefore, Tennessee, like other states will be reporting on placement of students in postsecondary education or advanced training, the military, or employment.

Measurement Approach

State-developed, school-administered surveys and placement records will be used as the measurement approach for this core indicator. The Division of Career and Technical Education (CTE) has developed a sample survey instrument and guidelines for completing a follow-up process for CTE concentrators to be implemented and reported to the state by local education agencies (LEAs). The placement surveys are designed to determine if a student went into postsecondary education, apprenticeship programs, employment, or the military. The surveys are to be conducted in the second quarter, six months after concentrators have graduated from high school. LEAs will be required to monitor responses to the surveys, and follow-up telephone calls should be used to increase the response rate. Technical assistance will be provided as needed to ensure that the follow-up process is implemented as uniformly as possible.

Process for Reporting

Time Frame	Action
Follow-up Survey February - March 15, 2008	<ol style="list-style-type: none">1. Download Perkins IV Concentrator List from <i>eTIGER's</i> "Download File From State" link.⁽¹⁾2. Send survey instrument to 2006-2007 Perkins IV CTE concentrators. Download follow-up survey form from the <i>eTIGER</i> web site.⁽²⁾ LEAs may modify the survey template provided by the State Division of Career and Technical Education if they desire to request additional information. However, information in the template is <u>required</u>.
Survey Data Report February - April 15, 2008	<ol style="list-style-type: none">1. Monitor survey responses. If concentrators have not responded, begin phone call follow-ups in an attempt to increase response rate.2. Report to State the concentrator follow-up survey results through <i>eTIGER's</i> "Follow-up Entry".⁽³⁾ Retain documentation and supporting data in LEA files for a minimum of five years for monitoring/audit purposes.
Survey Data Due May 1, 2008	Deadline for approving the Secondary Placement data through <i>eTIGER</i> .
Follow-up Report May , 2008	When the survey data entry is complete, the Follow-up Report can be generated through <i>eTIGER's</i> "Reports" link. ⁽⁴⁾

(1) Download Concentrator List for Follow-Up Report of 2007-2008

- Log on to *eTIGER*.
- Click on "Download File From State".
- Select download file listed as **FLW####P4CON0607**. This is a newly identified concentrator's list based on the Perkins IV definition of "3 or more earned credits in a program area." (### indicates the three digits of your system number)
- Save the file onto your computer for follow-up survey activity.
- Verify the list and correct the student information as necessary.
- If a concentrator is left out from the list, please add.
- Send the follow-up survey to **ALL** concentrators on the download list including drop-outs.
- If a student is listed as concentrator in more than one program areas, he/she only needs to fill out ONE follow-up survey.

Change the 2007-2008 Follow-Up Data Entry list on *eTIGER*

On *eTIGER*, the follow-up data entry list of the year is generated automatically based on the grade and concentrator status of the students. Currently, the follow-up list on *eTIGER* is based on the Perkins III definition (3 plus one courses) of concentrator. In order for the State and LEAs to determine the baseline value for Perkins IV core indicator 5S1, Secondary Placement, new concentrators (3 or more earned credits in a program area) follow-up surveys are reported.

- Log on to *eTIGER*.
- Click on "Follow-up Entry".
- Select school year of "2007-2008".
- Check the **FLW####P4CON0607** concentrators list against the 2007-2008 follow-up entry list.
- Click the "Add Prior Concentrator" link (under "Class/Course Rosters") to add a student.
 - Put "P4" in "comments" to indicate this is a Perkins IV concentrator to be included.
 - Click "Add This Concentrator" to save and include the student in the 2007-2008 Follow-Up Entry list.
- Exclude the students who are not listed on the **FLW####P4CON0607** concentrators list from the *eTIGER* 2007-2008 follow-up data entry list.
 - Check "Exclude" on the follow-up data entry screen of the student.
 - Put "P3" in "comments" to indicate this student is a Perkins III concentrator to be excluded.
 - Click "Save Follow-Up Data" to save the excluding checkmark and comment.
- Click on "Follow-up Entry" and select school year "2007-2008" to make sure the new 2007-2008 follow-up entry list includes all the Perkins IV concentrators and the listings identify Perkins III concentrators with a check in the "Exclude" column.

(2) Download Follow-Up Survey Form

- Download the follow-up survey template from:
<http://www.state.tn.us/education/cte/ad/tiger/tigersec0708.shtml>
- LEAs may modify the survey template provided by the State if they desire to request additional information. However, information in the template is required.

(3) Report to State the Concentrator Follow-Up Survey Results

- Log on to *eTIGER*
- Click on "Follow-up Entry".
- Enter your survey results for each concentrator.

- If you find duplicate concentrations listed for a student, enter survey results according to the program area that the student was surveyed. Click “Exclude” to exclude other duplicate record(s).
- If a student is not listed, click “Add Prior Concentrator” to add the student to the list. Then enter the survey results of this added student through the “Follow-up Entry” link.
- Save and approve the entered survey results.

(4) Generate Follow-Up Report

eTIGER generates the Follow-up Report based on the data entered through “Follow-up Entry”. You may generate your system report anytime. When the follow-up entry is complete, the report will be your final one.

- Log on to *eTIGER*
- Click on “Follow-up Report”.
- Select year of “2007-2008”
- **Select “No” for “Report Excluded”** to not include Perkins III concentrators and to generate non-duplicated Perkins IV concentrators’ follow-up results.
- Click “Generate Report” to get the report.